

Community Youth Services is recruiting for a full-time Case Manager for its Independent Living Skills program. This position assists young people ages 15-21 in developing the skills necessary to live independently. Primarily focusing on four major areas: housing, employment, education and self-care.

Hourly rate \$16.35 - \$16.80

**QUALIFICATIONS:**

1. Education and direct experience working with at-risk youth or young adults (ages 15-21) must equal a minimum of four years. If education is used to meet this requirement, degree/courses must be in social science or a related field. A transcript may be requested to determine if courses taken qualify.

**AGENCY QUALIFICATIONS:**

1. The ability to pass an extensive background check with no history of conviction or perpetration of child abuse or physical harm to another person,
2. Professional and personal conduct that maintains a personal and professional background so that criminal history remains free from unlawful conduct. Certain crimes may disqualify employees to have unrestricted access to children or vulnerable populations in accordance with Department of Social Health and Services policy and Washington State law.
3. A valid Washington State Driver License with a six-year good driving record. The ability to pass and maintain a clean driving records check. Professional or personal conduct that results in a restricted or denied driving status could result in termination of employment,
4. Proof of personal auto insurance levels at or above a \$100,000 combined single limit must be provided once offer of employment is accepted,
5. A sensitivity and responsiveness to the cultural differences in the organization's employment and service population,
6. Must possess, or obtain within 30 days of employment CPR/1<sup>st</sup> Aid/Bloodborne Pathogen certification, and
7. Strong interpersonal skills, including the ability to work as part of a team. (EOE).

**MAJOR RESPONSIBILITIES AND RELATED TASKS:**

**A. Direct Services**

1. Works with youth to develop life skills,
2. Assesses youth's skill level through the online Ansell Casey Life Skills assessment and, in coordination with the participant, develop an Independent Living Plan,
3. Provides case management services,
4. Provides advocacy, support services, counseling, and accompany youth into community settings to meet the goals of the Independent Living Plan,
5. Facilitates regular Independent Living skill building and support groups. Attend monthly workshops and events as necessitated. This will require working some evenings, and
6. Co-facilitates outings for participants.

**B. Administrative Services**

1. Networks with DCFS social workers and local community agencies,
2. Provides DCFS with participant updates,
3. Attends Transitional Planning Meetings for youth,
4. Meets regularly with DCFS to support DCFS goals, advocate for ILS referrals, and update

DCFS on ILS program goals/outcomes,

5. Maintains updated case files and compile quarterly statistics,
6. Assists in program development, and
7. Promotes community understanding and awareness of the Independent Living Skills Program.

Check out our benefit package on our website

<http://www.communityyouthservices.org/employment.shtml>

ALL ITEMS MUST BE SUBMITTED IN ORDER TO BE CONSIDERED FOR THE POSITION:

1. Resume and cover letter
2. CYS Employment Application <http://www.communityyouthservices.org/employment.shtml>  
There are two versions on our website – a fillable Word version and a printable pdf version.  
You can submit either one.

Email to [hr@communityyouthservices.org](mailto:hr@communityyouthservices.org) - Reference **ILS Case Manager** in the subject line

You will need to submit a driver's abstract before an interview will be scheduled.

**\*\* No phone calls please**